**DEPARTMENT OF TRANSPORTATION**
**Transportation General Supervisor (Maintenance)**
**Bureau of Highway Operations**

## PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

**Open To**: Candidates on current Examination List
**Location**: New Milford Maintenance
**Job Posting No**: 0029437
**Hours:** 37.50 hours per week
**Salary**: TC - 24: annual $65,288.00 to $85,247.00
**Closing Date**: October 5, 2015

**Eligibility Requirement:** Candidates must have applied for and passed the examination for Transportation General Supervisor (Maintenance) and be on the certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Position Description:** Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs related duties as required.

**MAINTENANCE**: Coordinates the work of the crews on maintenance, special maintenance and capital outlay work; allocates personnel and equipment; determines and reports on materials required; directs establishment of lines and grades from stakes set by the engineers; arranges through the Transportation Maintenance Manager in charge of maintenance in the district for the furnishing of, or the release of, rented equipment; during winter storms advises, directs and coordinates work as directed by the Transportation Maintenance Manager in charge of maintenance in the districts; arranges for shifting of equipment where there are breakdowns; arranges through the garage supervisors for required repairs to equipment.

**Knowledge, Skills, and Abilities:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; basic knowledge of first aid; considerable interpersonal skills; considerable oral and written communications skills; ability to utilize computer software; supervisory ability.

**MAINTENANCE**: Considerable knowledge of approved methods of maintaining and improving roads including winter road maintenance and related drainage structures including snow and ice control and removal; ; considerable knowledge of materials and equipment used in road maintenance and construction; ability to lay out, supervise and inspect highway maintenance work.

**General Experience**

MAINTENANCE: Six (6) years of experience in highway maintenance.

**Special Requirements:**

Three (3) years of the General Experience must have been in a supervisory capacity.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable

Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Transportation General Supervisor (Maintenance) vacancies that may become available in District 4, within twelve (12) months from the date of the interview.

**Application Instructions**: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, and a CT-HR-12 Application for Employment. State Employees must also submit copies of the last two Service Ratings received. Send by: October 5, 2015 to:

Department of Transportation
359 South Maint Street
Thomaston, CT 06787
Attn: Audrey Phelan, Administrative Assistant

**An Affirmative Action/Equal Opportunity Employer**
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities